



**MONTENEGRO**

**Ministry of Science and Ministry of Education and Sports  
Higher Education and Research for Innovation and Competitiveness**

Consulting Services: **Individual Consultants**

Loan No. **8118-0 ME**

Reference No. **MNE-HERIC-81180-IC-CS-12-3.3.1.1.1**

## **Request for Expressions of Interest**

This request for expressions of interest follows the general procurement notice for this project that appeared in *Development Business* on May 03, 2012.

Montenegro has received a loan in the amount of 12.00 million EUR (equivalent to US\$ 15.98 million) from the International Bank for Reconstruction and Development (IBRD) for the “Higher Education and Research for Innovation and Competitiveness” (HERIC) project.

The Ministry of Science (MoS) intend to apply part of the proceeds of this loan towards payment for consulting services under the contracts for *Individual Consultant for Strengthening the Design and Implementation of the Research Grant Program - Collaborative Research and Development Subprojects*

Individual consultant is expected to provide technical assistance to the Ministry of Science by reviewing and revising existing and producing omitted elements of the *Grants Operations Manual for Collaborative Research and Development Subprojects*. Particularly, deliverables should be focused on:

1. Alignment of the designed process with the managerial, operational and administrative products and structures,
2. Provision of hands-on expertise to the MoS and HERIC Project Management Team on implementation and management of the granting process, starting from conceptualizing to executing grants program.

The consultant will need to get familiar with the existing draft *Grants Operations Manual for Collaborative Research and Development Subprojects* and analyze its content so as to identify and correct any inconsistency and/or colliding information within, as well as to add information into underdeveloped elements and prepare lacking chapters and annexes. In addition, the consultant will need to provide hands on assistance to the employees of the MoS and HERIC PMT that will be in charge of running the grants programe, in order to ensure they fully understand re-designed processes, procedures, structures, rights and responsibilities of all parties involved and to be adept to manage the course of the grants program.

Required qualification and criteria for selection of the consultant will be:

- ✓ Six years of experience in Organizational Management related to science and research, development of scientific grant schemes/program, or similar;
- ✓ Experience in developing guidelines and procedures in R&D grants projects;

- ✓ In-depth knowledge of EU practices and frameworks in supporting research and development projects;
- ✓ Experience working with World Banks teams in providing research and development grants;
- ✓ At least three years of experience in providing hands-on assistance on implementation of guidelines and procedures in R&D grants project;
- ✓ MA, MSc and/or PhD degree in Organizational Management in science and research or related;
- ✓ Previous work experience in Montenegro would be an advantage.

The Consultant shall work closely together with the representatives of Ministry of Science and HERIC PMT.

It is expected that assignment will be completed within 1 month period.

The MoS through the HERIC PMT and Technical Service Unit now invite eligible individual consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (CV, brochures, description of similar assignments performed, experience in similar conditions, etc.). Individual consultants may be offered through firms or other organizations, but the qualifications of the individual consultant will be the basis of selection.

Interested consultants may obtain further information at the address below from 9-15 hours local time.

A consultant will be selected in accordance with the selection of Individual Consultants-IC procedures set out in the World Bank's [\*Guidelines: Selection and Employment of Consultants by World Bank Borrowers\*](#) (January, 2011).

Expressions of interest must be delivered to the address below by **November 06, 2012, 17,00h** local time.

EOI can be submitted Via E-mail or in envelope and must clearly indicate project name, subject number and sender details.

Ministry of Finance  
Technical Service Unit  
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